



## NORTH CAROLINA EDUCATION LOTTERY

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at [www.osp.state.nc.us/jobs/gnrinfo.htm#app](http://www.osp.state.nc.us/jobs/gnrinfo.htm#app). Completed applications may be mailed to:

Employment Opportunities  
North Carolina Education Lottery  
56886 Mail Service Center  
Raleigh, NC 27699-6886

Or, e-mailed to: [NCELEmployment@lotterync.net](mailto:NCELEmployment@lotterync.net)

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

**Software Quality Assurance Analyst (1 Position – Corporate Office): Position #60088541** The purpose of this position is to develop, publish and implement test plans for proposed software enhancements to the NCEL's gaming system. Will write and maintain test phases with applicable scripts and results. Executes test procedures/cases for software modifications to ensure compliance with change specifications, generation of accurate transactions, works properly in conjunction with other functions and programs, correctness of functionality (as implemented), completeness and quality, reviews and provides feedback on the quality of test developed from the deliverables both for completeness and efficiency, participates in defining testing: methodology, plans, design, case and scripts. Bachelor's degree in Computer Science or relevant discipline preferred. Two to three years of quality assurance testing experience, or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this position. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history. **Hiring Range (\$39,000-\$45,000)** depending on knowledge, experience, skills and, salary history. **Closing Date: August 15, 2008**

**Product Research and Development Specialist (1 Position –Corporate Office): Position #60088547** The purpose of this position is to perform research and development activities with the goal of enhancing existing games and seeking out new games. Actively search, justify, and recommend appropriate new games to meet player and NCEL needs; manage process from conceptual to execution stages to optimize profit and meet growth objectives. The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned: Work with Gaming Systems Manager to analyze on-line products, sales and markets and work with gaming vendors to identify trends and/or opportunities. Work with various departments to design, develop, implement and evaluate on-line and instant game research. Work with gaming vendor to organize and conduct outside focus groups regarding games offered by the NCEL to ensure that the NCEL products remain accountable to players; review products from other state lotteries, vendors, and industries; maintain communication and contact with other State and Provincial lotteries and utilize this network to stay apprised of product and marketing efforts and developments on a regular basis; participate in determination of overall product strategy, research and development requirements, technological specifications, and sales and marketing, finance, communication, and legal departments to ensure the execution of this strategy; search, justify and suggest new games to maximize sales and funds returned to education; maintain a working knowledge of NCEL's Gaming System functionality related to product offerings, functionality, retailer equipment, promotions and sales. Bachelor degree in Business, Marketing, or communications preferred; equivalent experience acceptable.

Demonstrated ability to analyze data (with Market Research support) and theorize potential implications & opportunities. Capable of strategic thinking; ability to understand, formulate, and execute against strategy to meet both short-term and long-term objectives; require minimal supervision; proactive, self-motivated in pursuing business opportunities; proven success in exercising decision making, problem solving, and judgment; proven organization (including attention to detail), interpersonal, and oral and written communication skills. Job Band 4 (\$39,000- \$59,000): **Hiring Range (\$39,000-\$45,000)** depending on knowledge, experience, skills and, salary history. **Closing Date: August 15, 2008**

**Internal Control System (ICS) Operator (1 Position – Corporate): Position #60088544** The purpose of this position is to ensure that Vendor's Online Gaming System has processed all transactions properly. It also provides a basis of providing information to the Lottery (reports, data files, etc.). Will assist in the daily operations of computer systems and reporting hardware problems as well as assisting in the recovery activities necessary to restore normal operations. Two year technical college degree or comparable experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Must be able and willing to work alternate 12 hour shift schedule. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history. **HIRING RANGE: (\$39,000- \$45,000). Closing Date: August 15, 2008**

**Retailer Sales Specialist (2 positions- Corporate Office): Position # 60088470 & #60088473** The purpose of this position is to perform telephone sales, to assist retailers in maintaining proper inventory levels, auditing work, preparing and maintaining records, and performing additional task as assigned by the Retailer Sales Manager. High School Diploma (or GED) required, Associate's Degree in Business Administration or Marketing preferred; one to two years of telephone sales, customer service and data entry experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Job Band 5 (\$32,000-\$52,000), depending on work experience, skills and, salary history. **HIRING RANGE: (\$32,000). Closing Date: August 15, 2008**

**Director of Field Sales (1 position – Corporate): Position #60089898** : The purpose of this position is to work closely with the Deputy Executive Director of Sales and other members of the Sales team to maximize sales and meet the annual sales goals and objectives of the NCEL. The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned: Provide direct assistance to the Deputy Executive Director of Sales; work closely within and without the Sales department to foster and maintain a team environment; assist in the planning and implementation of specific sales/marketing strategy including retailer recruitment; as assigned, develop, coordinate and monitor projects and programs; partner with Human Resources for successful resolution of employee-related issues; assist in the administration of the Sales Commission plan; monitor and inspect work in progress to ensure quality, continuity and timely completion; supervise, direct, train and evaluate assigned staff, designate work assignments, provide coaching and counseling; compile and analyze sales reports and statistic; perform public relation duties, including public speaking engagements as assigned by management. Requirements include: Bachelor's degree in Business Administration, Marketing or related field preferred with five to seven years of retail or wholesale sales experience; proven leadership skills; supervisory experience; solid communication skills (verbal and written); strong organizational skills; working knowledge of Microsoft Office (Excel, Word, PowerPoint); or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this position. **JOB BAND 2 (\$80,000 - \$120,000)** depending on knowledge, experience, skills and salary history. **HIRING RANGE: \$80,000 - \$ 85,000. Closing Date August 8, 2008**

**Sales Representative (1 position – Raleigh Regional Office) - Position #60096295**. The purpose of this position is to maximize the sale of lottery tickets by established and prospective retailers. Responsibilities include recruiting retailers and follow-up; promoting and merchandising lottery products at retailer locations within a geographic area; ensuring all NCEL sales standards and requirements are consistently met at the

retail level; establishing and maintaining excellent rapport with retailers, motivating and educating retailers and players, assisting in the implementation of promotional activities, delivering and picking up instant tickets as directed by management. Requirements include maintaining a valid North Carolina Driver's License at all times and a satisfactory motor vehicle record; ability to work evenings and weekends. Bachelor's Degree in Business Administration, Marketing or related field preferred along with two plus years sales promotion and merchandising experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Job Band 5 (\$32,000 - \$52,000), depending on knowledge, experience, skills and, salary history. **Closing Date: August 15, 2008.**

**Warehouse Clerk (1 position-Corporate): Position # 60088463:** The purpose of this job is to plan and coordinate the shipping, receiving and distributing of promotional and Point-of-Sale items and returned instant tickets for the North Carolina Education Lottery Commission, ensuring all items are warehoused, tracked and distributed properly. The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Ensure established security procedures are adhered to at all times; coordinate shipping, handling, distribution and control of promotional and Point-of-Sale items and returned instant tickets; assist in tracking lost packages; review and verify invoices to ensure their accuracy, maintenance and distribution; maintain accurate information regarding shipments of promotional and POS items to district offices, labeling, inventory of shipments received and storage of retailer's invoices and statements; operate forklift; prepare, maintain and update files and log following prescribed methods; respond to questions, complaints and requests for information by telephone, in person or by mail from retailers, players, employees, department head, etc.; able to work extended hours as required by project deadlines; able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies; perform other duties as required. Requirements: High School Diploma (or GED) required, with one to two years of warehouse experience. Job Band 6 (\$22,000-\$42,000) depending on work experience, skills and, salary history. **Hiring Range: (22,000-\$27,000). Closing Date August 15, 2008.**

**Web Marketing Coordinator (1 position-Corporate): Position # 6008839:** The purpose of this position is to create, develop and maintain NCEL's player website content to provide public relations and marketing support. Utilize knowledge of internet marketing strategies to develop, update and maintain all databases related to public interaction. Duties include, but are not limited to: create and manage web content and the update of information; proactively work with other NCEL departments to identify opportunities to utilize the website as an effective business tool and consumer reach vehicle; plan and implement player surveys; maintain current knowledge of trends in internet marketing strategies and technologies; create initial Player's Interaction site concept and develop long term strategies for growth; manage all aspects of the web-based Player's Interaction site; must have ability to monitor and interpret website trends & statistics and provide reporting information to management; knowledge needed in database management, illustration software, page layout applications and the creation of web graphics; ability to provide creative problem solving and solution development. Requirements: Bachelor's degree in marketing, mass communications or related field preferred. A minimum of 2 years experience with website/internet marketing and training in copy writing. Proven ability to utilize required technical skills to maintain the website as well as the marketing skills to create the site's content. Ability to understand, formulate and execute against strategy to meet both short-term and long-term objectives or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Proficiency of computer applications, including word processing, desktop publishing, spreadsheet applications and familiarity with photo editing and web graphics. Job Band 4 (39,000-\$59,000). **Hiring Range: (\$39,000-\$49,000), depending on work experience, skills and, salary history. Closing Date August 15, 2008.**

**Promotions Specialist (1 position – Corporate Office): - Position #60088492** The purpose of this job is to promote the North Carolina Education Lottery to retailers and the general public. Duties include, but are not limited to, planning and implementing game launches, special events, retailer rallies, local and statewide promotions and performing additional tasks as assigned by the Marketing Manager or Marketing

Coordinator. Bachelor's degree in Public Relations, Advertising, Marketing or Business preferred, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. A minimum of one to three years promotions, special events planning or public relations strongly preferred. Valid N.C. driver's license and satisfactory motor vehicle record is required. Solid working knowledge of Microsoft Office and experience with Excel and Publisher preferred; statewide travel is required, some may be overnight. Job Band 6 (\$22,000 - \$42,000), **Hiring Range: (\$28,000 - \$35,000)** depending on work experience, skills and salary history. **Closing Date: August 15, 2008.**

**Data Specialist (1 position – Corporate) - Position # 60088375.** The purpose of this job is to protect and secure the data and information systems of the NCEL. Responsibilities include design and implementation of databases, reviewing a variety of data reports, maintaining logs, assisting in testing instant games, and assisting with compliance with policies and rules for online games. High School Diploma (or GED) required, Bachelor's degree in Computer Information Services, Computer Science or other related field desired. Minimum of one year data security experience or investigative experience with emphasis on white collar crime preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Experience with Excel spreadsheets and Access/SQL database is also required. Job Band 4 (\$39,000 - \$59,000), **Hiring Range: (\$39,000 - \$44,000)**, depending on knowledge, experience, skills and, salary history. **Closing Date: August 15, 2008.**

The NCEL is a drug-free workplace. Our pre-employment process includes: drug screening, financial and criminal background check and fingerprint processing (depending on position). Some positions require a valid NC drivers license & satisfactory driving record.

The North Carolina Education Lottery (NCEL) and its authorized vendors will obtain a consumer report and/or an investigative consumer reports which may include the following:

- Applicant's employment records.
- Records concerning any driving, criminal history, credit history, civil record and drug testing; and/or
- Verification of the applicant's academic and/or professional credentials; and information and/or copies of documents from any military services records.
- The NCEL may utilize the results from such reports to determine a candidate's eligibility for hire.